

**REQUEST FOR QUOTE # RFQ-RT-10-00033**

**ANNOUNCEMENT FOR STUDENT SERVICES CONTRACT  
FOR STUDENTS OR RECENT GRADUATES**

**U.S. Environmental Protection Agency  
Office of Research and Development  
National Health and Environmental Effects Research Laboratory**

The Systems Biology Branch of the Integrated Systems Toxicology Division of the National Health and Environmental Effects Research Laboratory (NHEERL) of the Office Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking an undergraduate level student with a minimum of 2 years of college and is at least 18 years of age to provide services under a contractual agreement in support of laboratory research of environmental health effects.

The Systems Biology Branch conducts research to determine the effects of environmental chemicals on thyroid hormone homeostasis. Evaluating the effects of environmental chemicals on thyroid hormones in animal models will aid in understanding the effects of exposure to these agents on development in children. The student contractor will assist in conducting experiments on the biochemical impacts of chemicals on thyroid biology. In addition, behavioral, electrophysiological, and neuroanatomical methods may be used to characterize the impact on the developing nervous system. Laboratory animal dosing, handling and testing, are integral to this position. The student will be responsible for gathering and entering data, maintaining databases for studies examining relationships between dose and response for all tested endpoints. Animal husbandry, breeding, and record keeping for environmental endocrinology studies require excellent organizational skills. The student contractor will be responsible for summary statistics and graphic presentation of data. The student contractor will also provide support to the Branch/Division by performing laboratory and animal inventories, maintaining the organization of laboratory supplies and equipment, preparing solutions and media, and similar tasks required to maintain the laboratory.

The student contractor must currently be enrolled in a Bachelor's degree program in biology, chemistry, biochemistry or environmental sciences at an accredited university or college and have a minimum of 18 hours course work in biology, chemistry, environmental sciences, or zoology; including a minimum of 6 hours of laboratory courses. The student contractor should possess strong organizational skills and solid laboratory skills and must be trained in basic laboratory health and safety.

This work is expected to begin January 5, 2010 and end approximately January 4, 2011. The Government may extend the contract for an additional year, depending on the continued need for the work and the availability of funds. This contract represents a not-to-exceed estimate of 1600 hours of effort for the base year. It is anticipated that the student contractor will work an estimated 31 hours per week but may work up to 40 hours per week (part time during school sessions, full time during school breaks). The principal duty station location is the EPA Main Campus at Research Triangle Park, North Carolina. The student contractor(s) may enter the

building only during business hours or when a project member is present. Work will be performed primarily in a laboratory.

**Students or recent graduates, who are EPA ORD employees, or the spouse or child of an EPA ORD employee, are not eligible to participate.**

The hourly rate of pay of \$18.26 per hour is commensurate with the level of education and experience required for this position. The student contractor will be paid the basic hourly rate only for the number of hours worked and will not receive overtime pay for any hours worked beyond the 40-hour work week. The student contractor does not accrue leave or holiday benefits and are not paid for any non-work days, regardless of the reason. The student contractor is considered an independent contractor; therefore, Federal, State, Local, Social Security, and Medicare taxes will not be withheld. The student contractor is responsible for reporting income to authorities and paying all taxes.

The student contractor is responsible for all costs of transportation to and from the principal duty station. EPA does not provide housing, meals, or other living expenses while working at the principal duty station. Recent graduates are eligible as long as graduation occurred no more than 24 months. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the Immigration and Naturalization Service (INS).

Interested students may apply for this opportunity by providing a one or two-page (excluding the copy of the transcript and documentary evidence from BCIS if appropriate) resume or statement of qualifications, including:

- Full legal name;
- Mailing address;
- Telephone number;
- Email address (if any);
- Date of Birth;
- Place of birth;
- Citizenship, or immigration/visa status (documentary evidence from BCIS);
- Description of relevant classes to the Statement of Work;
- Experience related to the scientific field (paid or volunteer work and academic);
- Laboratory work experience (if applicable to these services);
- Recommendation Letter

Additionally, students must submit a statement indicating the student proposes the applicable hourly rate as specified above in order to have an acceptable proposal. A student or recent graduate must also include a letter of recommendation from an academic advisor, major professor, or other professional associate familiar with the applicant's skills and performance. Attach a copy of all of your college/university transcripts (unofficial copies are acceptable, if it is apparent from the transcript copy that is a copy of an official document and that the school is identified), listing courses

taken, grades and overall GPA. Send your resume or statement of qualifications, transcripts, recommendation letter and rate acceptance statement to Jeff Clodfelter, Contract Specialist, via email at [Clodfelter.Jeffery@epa.gov](mailto:Clodfelter.Jeffery@epa.gov) or fax to: (919) 685-3008. The quotation deadline will be listed at the website shown below.

Prior to applying for this position, all candidates are required to visit the EPA procurement home page at [http://www.epa.gov/oam/rtp\\_cmd](http://www.epa.gov/oam/rtp_cmd) to learn the full details of the proposed contract. Under the section "Student Services RFQ-RT-10-00033" and read all of the attached documents. This website should be visited periodically to check the status and to see if any changes to the posted position have been made. If you have any questions on the information contained in this website, please contact the EPA Contract Specialist, Jeff Clodfelter.

The Government will make contract award based on all factors (student's knowledge and skills, course work, work or volunteer experience, research laboratory experience, research publications and grade point average as it relates to the services described in this Announcement and the Statement of Work) other than price, being that these factors are significantly more important than price. Evaluation factors will be listed in the website mentioned above, please check the evaluation factors document on the website given above. Personal or telephone interviews may be conducted with the most promising candidates. Students who perform under contract for EPA are required to undergo a background check, check of FBI fingerprint files and a suitability determination by the EPA.

Questions regarding this student contract should be directed to the contract specialist Jeff Clodfelter, at [Clodfelter.Jeffery@epa.gov](mailto:Clodfelter.Jeffery@epa.gov). Questions regarding the technical aspects of the contracted duties and responsibilities should be directed to Dr. Kevin Crofton, the EPA technical mentor, [crofton.kevin@epa.gov](mailto:crofton.kevin@epa.gov) or by calling (919) 541-2672.